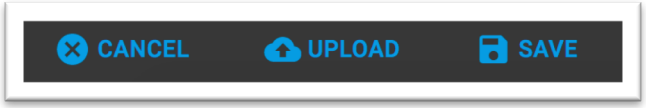
Quick Sheet:
Add Preview

This Quick Sheet documents the process for adding or updating the Preview Image of an asset. Previews are typically low-resolution proxy assets that help identify an asset in the search results.

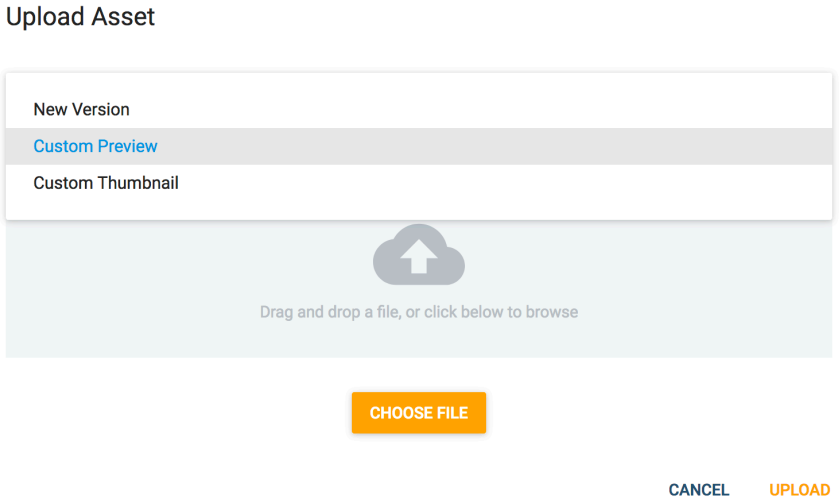
Adding Preview

1. Navigate to the Asset Details page of the asset that needs to be updated.
2. Click the Edit Button.

3. Click the Upload Button.



4. Change the *Upload Type* to Custom Preview.



5. Now select and upload the new Preview Image file.
6. The new preview image should be displayed in the PREVIEW tab after ingest process is complete.